LIB K123
Introduction to Library Technical Service
Spring 2011 Thursday 6:00-8:45

Instructor: Hali Keeler
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Office hours by appointment (face-to-face or online). In addition, professor will be in classroom 30 minutes prior to class for informal meetings.
Please include *Library Technical Services* in the subject line of any email you send me about this class:
I will respond as soon as possible, usually within 24 hours.
Blackboard: Some assignments (in class and outside of class) will be posted each week on Blackboard.

COURSE OBJECTIVES
This course is designed to give students an understanding of the use of bibliographic tools, the skills to use them properly, and a basic knowledge of workflow in a technical processing department

COURSE GOALS
Upon completion of the course, students should be able to:
 ➢ Identify purpose and functions of the technical services department
 ➢ Understand the structure of the technical services department
 ➢ Comprehend the concept of computerized library technical services and trends
 ➢ List the acquisitions procedures
 ➢ Comprehend the process of cataloging and classification
 ➢ List the serial procedures
 ➢ Understand the organization of government information
 ➢ Understand the preservation function
 ➢ Identify issues of time management, team building, and communication

TEXTS: Evans, G. Edward et al. Introduction to Technical Services. 8th ed. Libraries Unlimited, 2002.
Kao, Mary. Cataloging and Classification for Library Technicians. 2nd ed. Haworth Press, 2001.

Secondary Sources: Articles as assigned

Course Work and Assignments:
This course will be a combination of lectures, readings, field-observation, written assignments, and exercises. Students will be expected to complete each as well as participate in discussions and group exercises.

Information will be presented in a variety of formats, including but not limited to Black Board, Microsoft Word, and web pages. Students are expected to devote two hours each week outside of class time to complete activities and assignments.

Course Policies:
Attendance:
Attendance is mandatory. Unexcused absences, for which no arrangements are made to make up the work, will jeopardize your grade. Refer to the 2010-2011 college calendar for specific dates when the college will be closed or check the web page at http://www.trctc.commnet.edu/ for the most current information.

Other Course Requirements:
Homework will consist of readings each week that enhances students' understanding of the role of the paraprofessional in library public service. Additional assignments may include answering textbook questions. During this semester you will be required to read 4 articles relating to the topics covered in this course, and write a summary/evaluation according to template. Homework assignments reinforce class work and provide an opportunity for students to enhance their knowledge of the topic and provide opportunities to explore topics of further interest.

Dates and Penalties: All work is due at the next class meeting unless otherwise specified. Work handed in late may impact the student's grade.

College Withdrawal Policy:
Students may withdraw, in writing at the Registrar's Office, for any reason until the end of the 10th week of classes. From the 11th week through the end of the 13th week, a student may withdraw with the signature of the instructor or advisor.

Computer Use: Written projects and assignments must be completed using a Microsoft Word or other word processing program, such as Google Docs. Internet access and an email address are required components of the class.

Effective starting with the Spring 2011 semester, students have a quota of 500 pages per semester: Students can print up to 25 pages per job:
· Students cannot print multiple copies of a document
· Students can print a document to review and reprint the document
· Students will see a window displayed on every print request, which tells them the number of pages they are about to print and gives them the option of canceling or printing.

Grading System & Policies: All assignments must be completed on time to receive full credit. Permission to turn in an assignment late or to take a make-up exam must be

obtained from the professor. Cheating or plagiarism is grounds for a failing grade. Each assignment is graded on a scale with 100 points as the maximum possible grade (100%). The final grade will be determined by completion of all of the assignments and work assigned by the professor over the semester:

Homework and Class Participation	10%
Quizzes	15%
Midterm Exam	25%
Final Exam	25%
Final Paper	25%

Grading Scale:

Grades	Equivalent	Quality Points
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F		0

Students needing assistance in writing, mathematics, language arts or general tutoring are encouraged to use the Tutoring and Academic Success Centers (TASC) offered at the college.

Communications regarding closings, cancellations, and delays:

In the event a decision is made to cancel or delay classes or to close school completely, this decision will be communicated in the following ways: *Radio and Television Announcements*; the *College's website* will also have announcements regarding any delays, cancellations or closings and *The myCommnet Alert Notification System* will also be used to deliver important information to students, faculty, and staff regarding weather-related class cancellations. Please consult the college website for details.

I can also be reached by the phone and email information provided above.

Syllabus

(Class Schedule is subject to change. Please keep current with any changes.)

Jan. 20 History, function and role of technical services; Staffing

Evans: Chapter 1, 2, 3
Homework: Read Chapter 4 in text
Assignment: Chap. 1# 5 Chap. 2# 1& 2 Chap. 3# 1, 2, 6

Jan. 27 Technology Tools and Technical Service Issues
Homework : Read Chapter 5
Assignment: Review for quiz

Feb. 3 Quiz
Acquisitions: Overview
Homework : Read Chapter 6

Feb. 10 Acquisitions: verification; sources
Homework: Read Chapter 7
Assignment: bibliographic verification
Article 1 Due

Feb. 17 Acquisitions: Print and Digital Materials
Homework: Read Chapters 9 and 11
Assignment: Review for Quiz

Feb. 24 Quiz
Serials (Print and Electronic) and Non-Book Materials; Copyright
Homework: Read chapter 10

Mar. 3 Government Documents: @ Conn College
Review for Midterm
Article 2 Due

Mar. 10 Midterm
Homework: Kao: Chapter 2-4
Assignments : Blackboard Web classes

Mar. 17 Spring Break---No Class

Mar. 24 Cataloging : Overview
Homework : Kao: Chapter 5, 7, 8
Article 3 Due

Mar. 31 Cataloging : Overview : Continued

Homework: Kao: Chapter 9, Evan Chapter 21

Apr. 7   Quiz; Preparing materials for circulation
                    Homework: Web link CREW Manual
                    http://www.tsl.state.tx.us/ld/pubs/crew/crewmethod08.pdf

Apr. 14   Weeding and Inventory
                    Article 4 due
                    Assignment: Find a book needing repair to bring to next class

Apr. 21   Book Repair Workshop
                    Assignment: *Homework*: www.nedcc.org: click to view
                    Preservation Leaflets: click here: Leaflets 2.1, 3.1, 4.1

Apr. 28   Preservation and Security; **PAPERS DUE**

May 5   Final

May 12   [make-up]